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ABSTRACT

This curriculum course guide lists requirements for the various courses that could be offered in an office occupations program in the postsecondary vocational-technical schools of Louisiana. Descriptions are provided for these curricula: account clerk, administrative/office assistant, secretary/stenographer (including three specialized areas: legal secretary, medical secretary, and technical secretary), typist-clerk, and information processor operator. Each description contains this information: approximate hours and months needed to complete the curriculum, overview of curriculum content, objectives, possible job opportunities, and subjects required. The course descriptions that follow provide these types of information: course title, course description, prerequisites, objective, and content outline. These courses are included: accounting I, II, III; business correspondence; business English; business law; business machines; business mathematics I, II; civil service training; clerical payroll; cost accounting; governmental accounting; income tax processing; information processing; introduction to business; machine translation; office procedures; payroll accounting; personal development; records management/filing; shorthand I, II, III; typewriting I, II, III; and vocabulary. Lists of suggested texts for each of these courses are attached. (YLB)

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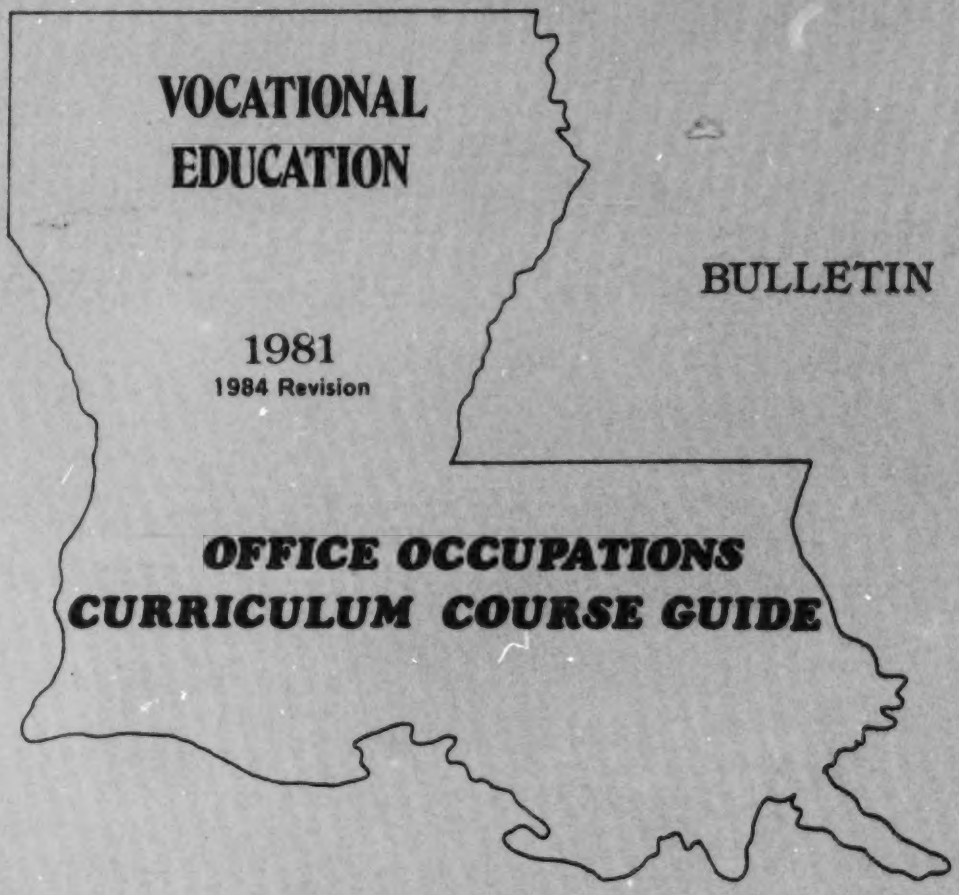

# VOCATIONAL EDUCATION

BULLETIN 1665

1981
1984 Revision

# OFFICE OCCUPATIONS CURRICULUM COURSE GUIDE

*Issued By*
*Louisiana State Department of Education*

*J. KELLY NIX*
*State Superintendent*

CE 024 412

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STATE OF LOUISIANA

DEPARTMENT OF EDUCATION

BULLETIN 1665

# OFFICE OCCUPATIONS CURRICULUM COURSE GUIDE
Postsecondary

1981
1984 Revision

Office of Vocational Education

N. J. Stafford, Jr., Ed.D.
Assistant Superintendent

J. KELLY NIX
State Superintendent

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*These subjects are not required; however, objectives and contents are provided if needed.

## FOREWORD

This project was initiated in a continuing effort to provide a current and relevant curriculum guide in the Office Occupations Departments in the Louisiana Vocational-Technical Schools. It represents the concerted efforts of a statewide committee to revise and update the requirements of the office occupations course offerings.

We believe that this revised curriculum guide will make a major contribution to the improvement of instruction in the office occupations programs in the postsecondary vocational-technical schools of Louisiana. This is another step toward achieving the goals of this administration.

J. KELLY NIX
State Superintendent of Education

## ACKNOWLEDGEMENTS

This publication represents the cooperative efforts of personnel in the vocational-technical schools and Trade and Industrial Section in the Office of Vocational Education, Louisiana Department of Education. Special recognition goes to Phyllis M. Williams, Supervisor of Office Occupations, State Department of Education, who served as project director and to W. Merrill Cummings, Jr., Curriculum Specialist, Vocational Curriculum Development and Research Center, who served as project coordinator in the development of this guide. Special commendation goes also to members of the writing team who worked diligently to make this publication a reality.

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## STATEMENT OF PURPOSE

This study is a continuing effort to provide curriculum guides that will enable one vocational-technical school to offer the basic office occupations courses and at the same time allow another school to expand its courses, thus meeting the occupational needs of all areas.* One school may offer only the Account Clerk and the Typist Clerk courses while another school may offer additional courses. However, all courses offered must follow the requirements listed in this guide. Each school must plan and implement its own office occupations program that will best meet the needs of students and community served. It is not intended that all schools offer all courses--only those that the staff of the individual schools can implement.

MONTHS. One month is considered to be an average of 112.5 hours. Therefore, the following chart has been developed:

12 months = 1350 hours
13 months = 1463 hours
14 months = 1575 hours
15 months = 1688 hours
16 months = 1800 hours
17 months = 1913 hours
18 months = 2025 hours

SUBJECT DESCRIPTIONS. Individual subject descriptions are divided into study levels to indicate areas of training and do not indicate degrees of difficulty. Where training materials do not correspond exactly with subject descriptions, schools will present study areas that will meet minimal requirements. Unless indicated, a student must complete all levels to receive credit for that subject. Example: Accounting I, Levels I and II are to be completed to receive credit in Accounting I.

*A program is Office Occupations. Course offerings are: Account Clerk, Typist Clerk, etc. Subjects are: Typewriting, Accounting, etc.

## ACCOUNT CLERK (Diploma)

**(Approximate Hours 1575 - Months 14)**
**1983 NCES* 07.0102**

The Account Clerk curriculum is designed to prepare the student for general office work emphasizing accounting and the operation of machines which are encountered in the business world.

Students following the Account Clerk curriculum are trained for jobs such as the following: bookkeeper, clerk, account clerk, payroll clerk, posting clerk, general ledger bookkeeper, bookkeeping machine operator, adding machine operator, accounts receivable clerk, accounts payable clerk, inventory clerk, bank teller, and audio clerk.

(Unless specified, all subject levels are required.)

**Subjects Required**

Accounting I
Accounting II
Accounting III
Business Correspondence
Business English
Business Machines
Business Mathematics I
Business Mathematics II
Information Processing (Data), Level IV
**Information Processing (Data), Levels V & VI
Office Procedures, Level I
Payroll Accounting
Personal Development
Records Management/Filing, Levels I-V
Typewriting I
Typewriting II
Vocabulary, Level I

*NCES--National Center for Educational Statistics

**Pending availability of equipment.

**ADMINISTRATIVE/OFFICE ASSISTANT (Diploma)**
**(Approximate Hours 1800 - Months 16)**
**1983 NCES 07.0401**

The Administrative/Office Assistant curriculum is designed to give the student a well-rounded business background.

Following are possible job opportunities available upon completion of the Administrative/Office Assistant curriculum: account clerk, bookkeeper, clerk, payroll clerk, posting clerk, transcribing machine operator, typist clerk, adding machine operator, general clerk, file clerk, receptionist, terminal operator, etc.

(Unless specified, all subject levels are required.)

**Subjects Required**

Accounting I
Accounting II
Accounting III
Business Correspondence
Business English
Business Machines
Business Mathematics I
Business Mathematics II
Information Processing (Data/Word)
Introduction to Business
Machine Transcription, Levels I and II
Office Procedures, Level I
Payroll Accounting
Personal Development
Records Management/Filing, Levels I-V
Typewriting I
Typewriting II
Vocabulary, Levels I and II

## SECRETARY/STENOGRAPHER (Diploma)

**(Approximate Hours 1688 - Months 15)**
**1983 NCES 07.0606 or 07.0607**

The Secretary/Stenographer curriculum is designed for those students who are interested in obtaining positions as secretaries to professional employers such as business executives, lawyers, doctors, and/or industrial tradespeople. The course outline offers the students extensive training in secretarial skills.

The Secretary-Stenographer curriculum requires the development of skills in shorthand, typewriting, and other phases of general office work.

Possible job opportunities include the following: secretary, stenographer, word processing operator, payroll clerk, transcribing machine operator, typist clerk, adding machine operator, general clerk, terminal operator, file clerk, receptionist, legal secretary, medical secretary, technical secretary, administrative secretary, switchboard operator, shorthand reporter, telegraphic-typewriter operator, appointment clerk, bank teller, assistant bookkeeper, etc.

In addition to the Secretary/Stenographer curriculum there are three specialized areas available: Legal Secretary, Medical Secretary, and Technical Secretary.

(Unless specified, all subject levels are required.)

**Subjects Required**

Accounting I
Business Correspondence
Business English
Business Machines
Business Mathematics I
Business Mathematics II
Clerical Payroll
Information Processing (Word), Levels I and II
Machine Transcription, Level I
Office Procedures, Levels I and II
Personal Development
Records Management/Filing, Levels I-V
Typewriting I
Typewriting II
Typewriting III
Shorthand I
Shorthand II
Vocabulary, Level I

## LEGAL SECRETARY (Diploma)

**(Approximate Hours 338 - Months 3)**
**1983 NCES 07.0604**

Requirements for Legal Secretary: Secretary/Stenographer curriculum plus the following:

**Subjects Required**

Business Law
Machine Transcription, Level II
Office Procedures, Level III
Typewriting IV, Level VII
Shorthand III, Level V
Vocabulary, Level II

## MEDICAL SECRETARY (Diploma)

**(Approximate Hours 338 - Months 3)**
**1983 NCES 07.0605**

Requirements for Medical Secretary: Secretary/Stenographer curriculum plus the following:

**Subjects Required**

Machine Transcription, Level III
Office Procedures, Level IV
Records Management/Filing, Level VI
Typewriting IV, Level VIII
Shorthand III, Level VI
Vocabulary, Level III

## TECHNICAL SECRETARY (Diploma)

**(Approximate Hours 225 - Months 2)**
**1983 NCES 07.0699**

Requirements for Technical Secretary: Secretary/Stenographer curriculum plus the following:

**Subjects Required**

Machine Transcription, Level IV
Typewriting IV, Level IX
Shorthand III, Level VII
Vocabulary, Level IV

## TYPIST-CLERK (Diploma)

**(Approximate Hours 1350 - Months 12)**
**1983 NCES 07.0702**

The Typist-Clerk curriculum is designed to prepare the student for general clerical work requiring the use of the typewriter. The student receives training in communicating with people personally, by telephone and through correspondence. Keeping simple records (receipts of incoming remittances, issuance of checks, handling petty cash and making appointments) is an important part of the typist-clerk's training. In addition, the student may receive training in the use of a transcribing machine, an electronic typewriter, or a word processor.

The possible job opportunities that might be available for a typist-clerk trainee include: typist, receptionist, appointment clerk, admitting clerk, general clerk, assistant bookkeeper, transcribing machine operator, terminal operator, switchboard operator, etc.

(Unless specified, all subject levels are required.)

**Subjects Required**

Accounting I
Business Correspondence
Business English
Business Machines
Business Mathematics I
Clerical Payroll
Information Processing (Word), Levels I and II
Machine Transcription, Level I
Office Procedures, Level I
Personal Development
Records Management/Filing, Levels I-V
Typewriting I
Typewriting II
Typewriting III
Vocabulary, Level I

## INFORMATION PROCESSOR OPERATOR (Diploma)

**(Approximate Hours 1575 - Months 14)**
**1983 NCES 07.0608**

The Information Processor Operator curriculum is designed to prepare a student to edit and produce written communications using special-purpose machines to correct, format, and print information.

Possible job opportunities that may be available for an Information Processor Operator trainee include: data entry operator, typist, receptionist, appointment clerk, admitting clerk, general clerk, transcribing machine operator, switchboard operator, word processing operator, etc.

(Unless specified, all subject levels are required.)

**Subjects Required**

Accounting I
Business Correspondence
Business English
Business Machines
Business Mathematics I
Clerical Payroll
Information Processing (Word), Level I
*Information Processing (Word), Level II
*Information Processing (Word), Level III
Information Processing (Data), Level IV
**Information Processing (Data), Levels V & VI
Machine Transcription, Level I
Office Procedures, Level I
Personal Development
Records Management/Filing, Levels I-V
Typewriting I
Typewriting II
Typewriting III
Vocabulary, Level I

*These subjects MUST use training on one or more: electronic typewriter, memory typewriter, mag card, minicomputer, microcomputer, and/or word processor.

**Pending availability of equipment

## ACCOUNTING I

### Levels I and II

I. COURSE DESCRIPTION

Basic accounting theory is applied to a single proprietorship enterprise operating on a cash basis and a single proprietorship enterprise operating on an accrual basis.

II. PREREQUISITES: None

III. OBJECTIVE

The student should be able to apply basic accounting theory and procedures of accounting for a personal service enterprise, cash basis, single proprietorship; and for a retail business, accrual basis, single proprietorship.

IV. CONTENT

LEVEL I--CASH BASIS ACCOUNTING

A. The nature of business accounting, the accounting process and the double-entry framework
B. Accounting procedures including journalizing, posting, and the financial statements
C. Recording of cash receipts and disbursements, petty cash records, and banking procedures
D. Computations for payroll, including regular and overtime earnings, deductions, and payroll taxes imposed on employers
E. Accounting for a personal service enterprise, cash basis, single proprietorship, complete cycle including work at close of fiscal period (instructor may require the student to complete a practice set using the accounting theory and procedures presented)

LEVEL II--ACCRUAL BASIS ACCOUNTING

F. Accounting procedures for purchases of merchandise
G. Accounting procedures for sales of merchandise
H. Accounting principles and procedures for accrual accounting as applied to a small retail business, single proprietorship
I. The periodic summary, end-of-period work sheet and financial statements, adjusting entries and closing procedures
J. Student will now complete a practice set using the principles and procedures presented

## ACCOUNTING II

### Levels III, IV, V, and VI

I. COURSE DESCRIPTION

Accrual accounting is applied to a wholesale business including records to be maintained: books of original entry, books of final entry, and auxiliary records.

II. PREREQUISITES: Accounting I

III. OBJECTIVE:

The student should be able to apply the accounting theory and procedures of accrual accounting to a wholesale business, including preparation of the annual report and interim financial statements.

IV. CONTENT

LEVEL III--NOTES AND INVENTORY

A. Accounting for notes and interest
B. Accounting for inventory and prepaid expenses; the methods of assigning cost to inventory

LEVEL IV--PROPERTY, PLANT, AND EQUIPMENT

C. Accounting for property, plant, and equipment; methods of calculating and recording depreciation and depletion

LEVEL V--INTERNAL ACCOUNTING CONTROL, FINANCIAL ACCOUNTING CONCEPTS AND PRACTICES, OWNER'S EQUITY

D. Internal accounting control, concepts and application in the revenue and expenditure cycles
E. Basic concepts in financial accounting and accepted accounting practices
F. Accounting for owner's equity in the single proprietorship, the partnership, and the corporation

LEVEL VI--PROCEDURES FOR A WHOLESALE-RETAIL PARTNERSHIP

G. Accrual accounting applied to a medium-scale wholesale-retail business operating as a partnership
H. Accounting procedure at year end including summary and supplementary year-end work sheets, adjusting, closing, and reversing entries
I. Preparation of the annual report including the income statement, balance sheet, and statement of changes in financial position
J. Production of interim financial statements
K. Completion of practice set; students will perform accounting duties for a partnership wholesale and retail bakery business

## ACCOUNTING III

### Levels VII, VIII, and IX

I. COURSE DESCRIPTION

Accounting theory and procedures are applied to a corporate organization, to the special characteristics of the corporation, and to the special records necessary for the corporate form of organization.

II. PREREQUISITES: Accounting I, II

III. OBJECTIVE:

The student should apply the theory and procedures of accounting to a manufacturing business with a corporate form of organization.

IV. CONTENT

LEVEL VII--CORPORATE ACCOUNTING

A. The corporate organization and management, corporate records
B. Accounting for capital stock
C. Accounting for corporate earnings, retained, and distributed
D. Accounting for corporate bonds
E. Accounting for investments and intangible long-term assets

LEVEL VIII--BRANCH AND CONSOLIDATED OPERATIONS

F. Accounting for branch operations
G. Accounting for consolidated operations

LEVEL IX--COST ACCOUNTING

H. Accounting for a job-order manufacturing business
I. Year-end accounting and reporting procedure, the annual report; process cost accounting
J. Analysis of financial statements
K. Accounting for changing prices, constant dollar, and current cost accounting
L. Completion of a practice set for an incorporated manufacturing business involving job order cost accounting

## BUSINESS CORRESPONDENCE

### Levels I, II, III, IV, and V

I. COURSE DESCRIPTION

Business Correspondence is a comprehensive study of the basic fundamentals of busines letter writing. This course covers both the mechanics of letter writing and the psychological principles involved in effective business communication. A detailed study of letterhead paper, letterhead designs, business letter styles, data sheet, and application letter is presented.

II. PREREQUISITES: Business English, Typewriting I, Vocabulary

III. OBJECTIVES

A. To study the psychology of business communication
B. To develop a writing style fitted to the purpose of the message and adapted to the reader
C. To think in terms of a functional rather than a literary approach in the use of business messages
D. To learn to think creatively, critically, and clearly
E. To emphasize the necessity of using reference materials
F. To comprehend the power of the written word

IV. CONTENT

LEVEL I--PREPARATION FOR WRITING

A. Psychology
B. Planning
C. Format

LEVEL II--BUSINESS LETTERS

A. Typical parts
B. Letter styles
C. Writing purposes
    1. Sales promotion
    2. Giving, requesting, or refusing information
    3. Requesting/granting credit
    4. Collection
    5. Social-business

LEVEL III--OTHER WRITTEN COMMUNICATION

A. Memorandums
B. Reports (formal and informal)
C. News releases
D. Minutes of meetings
E. Telegrams

LEVEL IV--EMPLOYMENT EMPHASIS

A. Data sheet
B. Application letter
C. Interview hints

LEVEL V--JOB RELATED LETTERS

A. Reference
B. Interview follow-up
C. Accepting or declining a position

## BUSINESS ENGLISH

## LEVELS I, II, III, and IV

I. COURSE DESCRIPTION

Business English is a detailed study of principles of grammar particularly as they apply to the business world. This course covers the structure of the language and the mechanics involved.

II. PREREQUISITES: Demonstration of Basic English Skills

III. OBJECTIVES

A. To be able to speak and to write with clarity, confidence, and knowledge
B. To identify the parts of speech
C. To make correct pronoun choices
D. To learn principles of predicate agreement
E. To demonstrate proficiency in the use of all marks of punctuation
F. To recognize the importance of using dictionaries, thesauruses, and references books

IV. CONTENT

LEVEL I--PARTS OF SPEECH

A. Noun
B. Pronoun
C. Verb
D. Adjective
E. Adverb
F. Preposition
G. Conjunction
H. Interjections

LEVEL II--PRINCIPLES OF PREDICATE AGREEMENT

A. With simple subjects
B. With compound subjects

LEVEL III--MECHANICS

A. Period, exclamation point, and question mark
B. Semicolon, colon, and dash
C. Comma
D. Quotation marks, parentheses, and apostrophes
E. Capitalization
F. Abbreviations
G. Numbers

LEVEL IV--STRUCTURING SENTENCES

A. Using reference books
B. Recognizing types of sentences according to their purposes
C. Positioning words, phrases, and clauses correctly
D. Applying precision and variety in word usage
E. Applying parallel structure in writing or speaking

## BUSINESS LAW

### Levels I, II, and III

I. COURSE DESCRIPTION

Business Law is an introductory course in law which will give the student an understanding of the essential laws that affect his/her social life. It is hoped that the student will develop an attitude of caution and deliberation to the extent that he/she will undertake business ventures thoughtfully and with a knowledge of his/her legal rights and responsibilities to others.

II. PREREQUISITES: None

III. OBJECTIVES

A. To define the rights and obligations of all citizens in their civic and business affairs so that they will know when to consult a lawyer.
B. To gain a basis for analysis of legal problems commonly found in business and everyday life.
C. To gain an understanding of the fundamentals of law that will enable adoption of business procedures and practices that will be invulnerable to attack and that will be free of many of the mistakes made by those who do not have such an understanding.
D. To become familiar enough with the terminology of law to work as a legal secretary.

IV. CONTENT

LEVEL I--LAW AND ITS ENFORCEMENT

A. Law in a Democratic Society
B. Government Regulations and Consumer Protection

LEVEL II--PRINCIPLES OF BUSINESS LAW

C. Contracts
D. Sales
E. Bailments
F. Commercial paper
G. Insurance
H. Property and wills

LEVEL III--APPLICATION OF BUSINESS LAW

I. Agency and employment
J. Business organization

## BUSINESS MACHINES

### Levels I-VII

I. COURSE DESCRIPTION

This course is designed to familiarize the student with the use and operation of machines such as adding, listing, electronic and mechanical printing calculators and other common office machines.

II. PREREQUISITES: None

III. OBJECTIVES

A. To learn the different operational parts of the machines
B. To acquire an occupational ability in touch operation of the machines
C. To complete mathematical functions for each job with speed, accuracy, and proficiency
D. To improve basic arithmetical ability
E. To understand the value and importance of these machines in business
F. To add from columnar figures a minimum of 125 correct digits per minute for five continuous minutes

IV. CONTENT

LEVEL I--ADDITION AND SUBTRACTION

A. Touch addition and subtraction
   1. "Home" keys
   2. Clear key
   3. Zero key
   4. Touch addition: 4 to 9 keys
   5. Touch addition: 0 to 3 keys
   6. Non-add key or number key
   7. Varied number of digits
   8. Skill drill
   9. Subtraction
   10. Correction of errors
   11. Repeated digits
   12. Repeat addition
   13. Repeat subtraction
   14. Decimal point selector
   15. Subtotal key
   16. Memory keys (if applicable)

LEVEL II--MULTIPLICATION, DECIMALS, AND FRACTIONS

B. Multiplication
   1. Multiplication
   2. Decimals in multiplication

3. Fractions in multiplication
4. Skill drill
5. Converting to decimals
6. Individual sums and grand totals
7. Production drill

LEVEL III--DECIMALS

C. Decimals, discounts, and multifactor multiplication
1. Skill drill
2. Fixed decimal point
3. Discounts
4. Net amounts
5. Invoices
6. Multifactor multiplication
7. Inventory
8. Negative multiplication

LEVEL IV--DIVISION

D. Division, constant multiplication, and addition with multiplication
1. Division
2. Decimals in division
3. Dividend smaller than a divisor
4. Skill drill
5. Constant multiplication
6. Addition with multiplication
7. Horizontal addition and cross checking
8. Production drill

LEVEL V--PERCENTAGE

E. Percentage, markup and markdown, prorating and constant divisors
1. Skill drill
2. Credit balances
3. Percentage of increase or decrease
4. Markup and markdown
5. Prorating
6. Constant divisors
7. Prorating percentages

LEVEL VI--INTEREST

F. Interest, notes, and discounts
1. Interest
2. Notes
3. Skill drill
4. Cash discounts
5. Invoices
6. Chain discounts
7. Production drill

LEVEL VII--OPTIONAL

A. Standard 10 key machine
   1. Multiplication by repeat addition
   2. Division by the reciprocal method
B. Visually operated full-keyboard machines
   1. Addition--ascending reaches, descending reaches, long reaches and zeros
   2. Four-digit addition with subtotals
   3. Wide column addition with subtotals
   4. Credit balances and zeros in multipliers

## BUSINESS MATHEMATICS I

### Levels I-VI

I. COURSE DESCRIPTION

Business Mathematics I provides explanations, illustrations, and problems requiring the use of the fundamentals of math calculations--adding, subtracting, multiplying and dividing. Emphasis should be placed upon learning mathematical concepts through practical applications in business situations. Explanations of business procedures, terminology, and original documents aid in promoting understanding and reasoning.

II. PREREQUISITES: Demonstration of basic math skills

III. OBJECTIVES

A. To improve basic arithmetic ability through mathematical computations in addition, subtraction, multiplication, and division
B. To demonstrate the ability to perform mathematical computations in fractions, decimals, percentages, discounts, payroll, taxes, and finance charges
C. To understand the value and importance of the application of mathematical concepts to business activities and forms
D. To interpret, analyze, and solve word problems related to business situations

IV. CONTENT

LEVEL I--MATHEMATICS IN BUSINESS

A. Numbers as a language
B. Fundamental processes
C. Bank records
D. Sales records

LEVEL II--DECIMALS AND FRACTIONS

A. Fractions--addition and subtraction
B. Fractions--multiplication and division
C. Decimals--addition and subtraction
D. Decimals--multiplication and division

LEVEL III--PERCENTAGE IN BUSINESS

A. Percentage
B. Cash and trade discounts
C. Commission
D. Markup

LEVEL IV--PAYROLL AND TAXES

A. Payroll records
B. Payroll deductions
C. Sales, customs, and property taxes
D. Federal income tax

LEVEL V--FINANCE CHARGES

A. Simple interest
B. Promissory notes and interest variables
C. Discounting commercial paper
D. Charges for credit

LEVEL VI--SPECIAL AREAS

A. The metric system of measurement
B. Math in employment tests

## BUSINESS MATHEMATICS II

### Levels VII-IX

I. COURSE DESCRIPTION

Business Mathematics II takes the fundamental math background acquired in Business Mathematics I and uses it to solve problems related to business situations and financial management of the home and family.

II. PREREQUISITES: Business Mathematics I

III. OBJECTIVES

A. To demonstrate the ability to perform mathematical computations in inventory, depreciation, insurance, business finance, statistics and annuities
B. To understand the value and importance of the application of mathematical concepts to business activities and forms
C. To interpret, analyze, and solve word problems related to business situations

IV. CONTENT

LEVEL VII--INVENTORY, DEPRECIATION, AND INSURANCE

A. Inventories and turnover
B. Depreciation
C. Insurance

LEVEL VIII--BUSINESS FINANCE

A. Corporate stocks
B. Corporate and government bonds
C. Financial statement analysis
D. Financial ratios

LEVEL IX--STATISTICS AND ANNUITIES

A. Business statistics
B. Compound interest and present value
C. Annuities

## CIVIL SERVICE TRAINING

### Levels I and II

I. COURSE DESCRIPTION

Civil Service Training provides preemployment review of information and skills basic to most clerical positions in both government and industry.

II. PREREQUISITES: Business English, Vocabulary, Business Mathematics, Records Management, Typing II

III. OBJECTIVES

A. To review subject matter from previous courses
B. To review basic employment skills
C. To provide review of knowledges and skills just before seeking employment
D. To pinpoint areas of weaknesses
E. To give self confidence in final step to employment
F. To become familiar with employment tests

IV. CONTENT

LEVEL I--BASIC

A. Review of grammar, punctuation, capitalization, vocabulary, and spelling
B. Basic mathematical procedures
C. Basic office skills--typing, shorthand, filing, composing business letters, following instructions, and proofreading

LEVEL II--ADVANCED

D. Office technology and procedures--basic knowledge relative to data processing, word processing, and telecommunications
E. Aptitude tests
F. Information on job seeking and employment practices in business and government
G. Special application procedures for employment with the Federal government

## CLERICAL PAYROLL

### Levels I-III

I. COURSE DESCRIPTION

Clerical Payroll is designed to take the student from the beginning of the payroll cycle with time cards to the ending journal entry. Methods of recording information from the time card to the payroll register, then to the employee's earnings record are emphasized. The methods for completing the forms required by Federal and State authorities are emphasized throughout the course.

II. PREREQUISITES: Accounting I, Business Machines

III. OBJECTIVES

A. To become familiar with the laws and regulations affecting a payroll
B. To obtain a basic understanding of salary and wage payments
C. To become familiar with basic payroll records and required data
D. To demonstrate the ability to prepare the payroll
E. To interpret, analyze, and complete Federal payroll returns and payments
F. To become familiar with various payroll systems
G. To demonstrate the ability to record the accounting journal entries for the payroll

IV. CONTENT

LEVEL I--BASIC INFORMATION

A. Introduction
   1. Social Security number
   2. Form SS-5
   3. Form W-4
   4. Forms
B. Laws and regulations affecting a payroll
   1. The Social Security Act
   2. The Fair Labor Standards Act
   3. Income tax withholding
   4. The Walsh-Healey Public Contracts Act
   5. Workmen's Compensation laws
   6. Fair employment practices
C. Bases for salary and wage payments
   1. Salaries and wages rate
   2. Piece rate
   3. Commission
   4. Bonus
   5. Employee profit-sharing plans
   6. Overtime

D. Basic payroll records and required data
    1. Time cards
    2. Other time records
    3. Production records
    4. Personnel record
    5. Payroll register
    6. Employee's earnings record

LEVEL II--PREPARING THE PAYROLL

E. Preparing the payroll forms
    1. Basic payroll information
    2. Recording the time worked
    3. Time and method for paying salaries and wages
F. Preparing the payroll
    1. Determine the earnings
    2. List the earnings in the payroll register
    3. Figure the deductions
    4. Total the deductions and find the net pay
    5. Total and balance the payroll register
    6. Pay the payroll
    7. Post from the payroll register to each employee's earnings record
    8. Record the transaction in the journal

LEVEL III--GOVERNMENT FORMS

G. Federal payroll returns and payments
    1. Reporting the payment of income and FICA tax withholdings
        a. Form 941--Employer's Quarterly Federal Tax Return
        b. Form 501--Federal Tax Deposit
    2. Reporting to the employee--Form W-2, Wage and Tax Statement
    3. The reporting and the payment of the Federal unemployment tax
        a. Form 940--Employer's Annual Federal Unemployment Tax Return
        b. Form 508--Federal Tax Deposit
H. Payroll systems
    1. Standard forms
    2. Handwritten payroll systems
    3. Automated payroll systems
    4. Electronic computers

## COST ACCOUNTING

I. COURSE DESCRIPTION

Cost Accounting is an extension of general accounting procedures which have as a goal the gathering of information to be used in the preparation of the financial statements. Because there are so many facets to the manufacturing process, the principles of cost accounting have been developed to enable the manufacturer to process the many different costs associated with manufacturing and to provide built-in internal control features. Cost accounting procedures provide the means to gather the data needed to determine the unit costs and to prepare reports, schedules, and statements necessary to management.

II. PREREQUISITES: Accounting I and II

III. OBJECTIVES

A. To determine as accurately as possible the cost of manufacturing a product
B. To assist management in making projections so that efficient scheduling can be made possible for acquisition of materials, labor, facilities, and other necessities
C. To assist management in forecasting profits
D. To help analyze data for the purpose of planning and control

IV. CONTENT

A. Introduction to cost accounting
   1. Uses of cost accounting data
   2. Elements of cost
   3. Cost accounting systems
   4. Perpetual inventories
   5. Standard cost system
B. Accounting for materials
   1. Need for materials control
   2. Materials control procedures
   3. Accounting for materials
C. Accounting for labor
   1. Labor cost control procedures
   2. Wage plans
   3. Accounting for labor cost
D. Accounting for factory overhead
   1. Recording factory overhead
   2. Classifying factory overhead
   3. Distributing service department costs
   4. Applying factory overhead
   5. Predetermining application rates
E. Job order cost accounting--application of principles
F. Process cost accounting--general procedures
   1. The process cost accounting system
   2. Work in process inventories

G. Process cost accounting--special problems
H. Standard cost accounting--materials and labor--standard cost procedures
I. Standard cost accounting--factory overhead
    1. Two-variance method of analysis
    2. Factory overhead budgeted
    3. Three-variance method of analysis
J. Managerial cost applications
    1. Cost behavior analysis
    2. Cost-volume-profit analysis
    3. By-products and joint products
    4. Distribution cost

## GOVERNMENTAL ACCOUNTING

I. COURSE DESCRIPTION

This course is designed to assist the student in understanding purposes of funds, the life cycle of funds, budgetary accounting, budget processes and procedures, adaptations of the accounting equation, and forms design.

II. PREREQUISITES: Accounting I, II, and III

III. OBJECTIVES

The student should be able to deal with accounting and reporting principles, standards, and procedures applicable to the following:

A. State and local governments, including counties, cities, townships, and villages
B. The Federal government
C. Other nonprofit institutions such as universities and hospitals

IV. CONTENT

A. Governmental and institutional accounting--its environment and characteristics
B. State and local government--organization and accounting principles
C. Accounting and the budget process
D. General and special revenue funds--the accounting cycle
E. General and special revenue funds--balance sheets and fund balance statements
F. Revenue accounting
G. Expenditure accounting
H. Capital projects funds
I. Special assessment funds
J. Debt service funds
K. General fixed assets, general long-term debt, introduction to interfund transactions and relationships
L. Trust and agency funds
M. Intragovernmental service funds
N. Enterprise funds, summary of interfund accounting
O. Cost accounting, finding, and analysis
P. Cash--receipts, collections, disbursements
Q. Reporting
R. Auditing
S. Federal government accounting
T. Accounting for hospitals
U. Accounting for colleges and universities

## INCOME TAX PROCEDURES

### Levels I and II

I. COURSE DESCRIPTION

Income Tax Procedures offers a nontechnical presentation of the information needed in preparing tax returns for individuals, partnerships, and corporations. The student studies current rules and practical applications to the rules.

II. PREREQUISITES: None

III. OBJECTIVE

The student should be able to prepare the income tax forms as required by the Internal Revenue Service.

IV. CONTENT

LEVEL I--STRUCTURE

A. Tax regulations set forth by the Internal Revenue Service for individuals and businesses

LEVEL II--PROCEDURES

B. Preparation of Internal Revenue Service forms

## INFORMATION PROCESSING (DATA/WORD)

### Levels I-VI

I. COURSE DESCRIPTION

Information processing is designed to familiarize the student with all phases of the data processing and word processing concept. The student is also provided with an understanding of why word processing came about, how paperwork flows throughout the word processing cycle, and what basic parts form the word processing system. Input/output methods, word/data processing applications, procedures in efficiency, and career opportunities are highlighted. The student is also provided with an understanding of the fundamental concept of manual, unit record, and electronic automated data processing. Emphasis is also placed on the application of data processing concepts to business and industry. Basic concepts of all types and methods of data/word processing are discussed, and actual equipment is not required in Levels I and IV. Hands-on applications are required for Levels II and III, V, and VI (Levels V and VI pending availability of equipment).

II. PREREQUISITES: Typewriting I and II

III. OBJECTIVES

LEVEL I (Word)

A. Understand basic word processing concepts, terminology and changes that are occurring in the traditional secretarial positions
B. Understand the advantages word processing offers to companies of various sizes
C. Develop oral and written communications skills
D. Realize good work habits and attributes
E. Acquire an understanding of career opportunities in word processing

LEVEL II (Word)--Hands-on applications required.

A. Successfully complete training manual(s)
B. Understand functions and capabilities of equipment
C. Have fundamental understanding of formatting and editing
D. Develop a pattern of logical thinking by following detailed instructions, analyzing problems, and planning step by step solutions

LEVEL III (Word)--Hands-on applications required.

A. Competently perform practical applications from rough-draft materials

LEVEL III (continued)

B. Apply basic and advanced text-editing functions to rough-draft materials
C. Be able to set up any type of document with minimal instructions
D. Be able to transcribe from a machine transcriber on special-purpose equipment

LEVEL IV (Data)

A. Have a fundamental understanding of data processing as applied to computers
B. Understand the impact of the computer on their everyday lives
C. Have a basic knowledge of the history of data processing
D. Be able to convert decimal numbers to binary, octal, and hexadecimal numbers and vice versa
E. Know the characteristics of various input/output media
F. Be introduced to various methods of storing and retrieving data
G. Become familiar with computer languages and flow-charting
H. Be introduced to various data processing systems
I. Become acquainted with careers and future needs of data processing

LEVEL V (Data)--Hands-on Applications Required

A. Successfully complete training manual(s)
B. Understand functions and capabilities of data equipment
C. Have fundamental understanging of data entry and editing

LEVEL VI (Data)--Hands-on Applications Required

A. Sucessfully complete data processing problems assigned
B. Develop a pattern of logical thinking by following detailed instructons, analyzing problems, and planning step by step solutions

IV. CONTENT

LEVEL I (Word)

A. The Origin of Word Processing
B. Word Processing as a System
C. Standardization and Procedures
D. Work Environment
E. Career Opportunities

LEVEL II (Word)--Hands-on applications required.

A. Input using training manual(s)
B. Output using training manual(s)

LEVEL III (Word)--Hands-on applications required.

A. Practical Applications
    1. Letters
    2. Reports
    3. Documents
    4. Statistical copy
B. Advanced Text-Editing
    1. Letters from rough draft
    2. Reports from rough draft
    3. Documents from rough draft
    4. Statistical data from rough draft

LEVEL IV (Data)

A. Background and Basic Features
    1. Introduction to Data Processing
    2. History of Data Processing
    3. Methods of Storing and Retrieving Data
    4. Careers in Data Processing
B. Technical Features
    1. Basic Components of a Data System
    2. Data Representation
    3. Number Systems
    4. Input/Output Devices and Their Media
    5. Understanding Programming Concepts and Languages
    6. Data Processing Systems

**LEVEL V (Data)--Hands-on Applications Required

A. Input Applications Using Training Manual(s)
B. Output Applications Using Training Manual(s)

**LEVEL VI (Data)--Hands-on Applications Required

A. Practical Applications
    1. Accounts Receivable
    2. Accounts Payable
    3. General Ledger
B. Advanced Applications
    1. Payroll
    2. Inventory
C. Financial Statements

**Pending availability of equipment.

## INTRODUCTION TO BUSINESS

### Levels I-IV

I. COURSE DESCRIPTION

Introduction to Business is an introductory course in business that helps the student understand the characteristics, the organization, and the operation of business.

II. PREREQUISITES: None

III. OBJECTIVES

A. To provide basic understanding of business principles needed by everyone who plans a career in business
B. To aid students in acquiring a vocabulary of business terms
C. To provide students with an understanding of the many activities, problems, and decisions involved in operating a business successfully
D. To give students an appreciation of the importance of business in our economy
E. To assist students in deciding on specific career objectives from among the great number of employment opportunities in the business world
F. To provide students with facts, procedures, and concepts that will aid them in becoming effective members of the business community

IV. CONTENT

LEVEL I--CHARACTERISTICS AND FOUNDATIONS OF BUSINESS

A. Characteristics of American business
B. Outline of the opportunities that exist in business
C. Economic and social foundations of American business

LEVEL II--TYPES OF BUSINESS OWNERSHIP

D. Proprietorships and partnerships
E. Corporate forms of business ownership

LEVEL III--MAJOR PHASES OF BUSINESS ACTIVITY

F. Marketing
G. Purchasing
H. Production
I. Finance
J. Information systems
K. Personnel
L. General functions of management
M. Relationships that exist between government and business

## MACHINE TRANSCRIPTION

### Levels I-IV

I. COURSE DESCRIPTION

Machine Transcription is designed to train the student to transcribe mailable copy from the recorded voice medium. It includes the different types of transcribing systems available, operating techniques for each, and the use of general and professional dictionaries.

II. PREREQUISITES: Typewriting I and II, Business English, Vocabulary Level I

III. OBJECTIVES

LEVEL I--GENERAL MACHINES TRANSCRIPTION

A. Become proficient in the art of machine transcription
B. Learn vocabulary relative to business
C. Become familiar with letterheads and forms
D. Set up tables, reports, and letters with minimal instructions

LEVEL II--LEGAL

A. Learn vocabulary relative to the legal profession
B. Use legal dictionary and other legal references
C. Set up legal documents with minimal instructions

LEVEL III--MEDICAL

A. Learn vocabulary relative to the medical profession
B. Use medical dictionary and other medical references
C. Set up medical reports with minimal instructions

LEVEL IV--TECHNICAL

A. Learn vocabulary relative to the technical profession
B. Use technical dictionary and other technical references
C. Set up technical reports with minimal instructions

IV. CONTENT

LEVEL I--GENERAL MACHINES TRANSCRIPTION

A. Understand operation of equipment
B. Develop efficient techniques
C. Develop skills in spelling, word division, and grammar usage
D. Judge length of dictated material

IV. CONTENT (continued)

E. Set up any type of letter, report, and tabulations with minimal instruction
F. Transcribe quickly and accurately
G. Proofread
H. Transcribe correspondence in a variety of areas

LEVEL II--LEGAL

A. Learn legal vocabulary
B. Use legal dictionary and other references
C. Set up copy relative to legal profession

LEVEL III--MEDICAL

A. Learn medical vocabulary (includes insurance)
B. Use medical dictionary and other references
C. Set up copy relative to medical profession

LEVEL IV--TECHNICAL

A. Learn technical vocabulary
B. Use technical dictionary and other references
C. Set up copy relative to technical profession

## OFFICE PROCEDURES

### Levels I-IV

I. COURSE DESCRIPTION

The Office Procedures course is designed to bring together information and skills that students have acquired in separate courses and to give the student a unified view of office work. It is designed to train prospective employees to seek employment in business and government as contributing members of an administrative team who will need office procedure skills. It emphasizes compentencies that allow office personnel to assume responsibility with a minimal amount of direction and supervision and to exercise initiative and judgment in making decisions within the scope of their authority.

II. PREREQUISITES: Business English, Business Mathematics, Business Machines, Records Management, Typewriting I and II. It is also recommended that the student have completed Business Correspondence.

III. OBJECTIVES

LEVEL I--GENERAL OFFICE PROCEDURES

A. Identify positive and negative behavior for office personnel
B. Identify positive and negative appearance for office personnel
C. Prepare a letter of application and data sheet
D. Develop an office routine while performing various projects
E. Identify characteristics of employer-employee relationships
F. Identify the advantages and disadvantages of various mail handling routines
G. Calculate postage rates
H. Recognize and complete common business forms
I. Select data from tables in the preparation of business forms
J. Code, cross reference, and file business papers and correspondence
K. Identify positive and negative telephone techniques for business
L. Transcribe mailable letters from the transcription machine
M. Identify and explain the tasks required in planning an itinerary
N. Compose and type mailable business letters
O. Identify and use recommended techniques and proper conduct in seeking employment
P. Identify and use reference materials, directories, and handbooks
Q. Prepare manuscripts from rough drafts
R. Prepare tax returns and payrolls
S. Prepare and run a spirit master
T. Prepare and run a stencil
U. Complete employment application forms

III. OBJECTIVES (continued)

V. Select appropriate duplicating processes for any given office task
W. Use or be familiar with electronic word/data processing equipment and techniques

LEVEL II--PROFICIENCY IN SHORTHAND

A. Complete Level I objectives
B. Be proficient in shorthand skills

LEVEL III--LEGAL OFFICE PROCEDURES

A. Complete objectives for Levels I and II
B. Set up and type legal documents
C. Learn legal terminology
D. Transcribe legal correspondence and documents effectively from shorthand or recorded matter

LEVEL IV--MEDICAL OFFICE PROCEDURES

A. Complete objectives for Levels I and II
B. Set up and type medical records
C. Learn medical terminology (includes insurance)
D. Prepare statement of account
E. Keep patients' records
F. Transcribe medical material effectively from shorthand or machine

IV. CONTENT

LEVEL I--GENERAL OFFICE PROCEDURES

A. Developing public relations image
B. Handling incoming calls and callers
C. Processing incoming mail
D. Processing outgoing mail
E. Filing systems
F. Word processing equipment and systems
G. Transcription
H. Editing and composing techniques
I. Reprographics
J. Electronic data processing
K. Researching information
L. Preparing reports and manuscripts
M. Meetings and conferences
N. Travel arrangements
O. Banking procedures
P. Office finance
Q. Employment and advancement

LEVEL II--PROFICIENCY IN SHORTHAND

A. Dictation readiness
B. Telephone dictation
C. Dictation at the typewriter
D. Machine dictation
E. Dictation to others

LEVEL III--LEGAL OFFICE PROCEDURES

A. Rules unique to legal work
B. Legal terminology
C. Setting priorities and organizing work
D. Processing general and legal correspondence
E. Opening files for clients
F. Keeping the appointment calendar
G. Filing and retrieving information
H. Composing routine letters
I. Typing legal papers
J. Transcribing from dictation or transcribing equipment

LEVEL IV--MEDICAL OFFICE PROCEDURES

A. Duties unique to medical office
B. Medical terminology (includes insurance)
C. Medical records
D. Transcription from dictation or transcribing equipment

## PAYROLL ACCOUNTING

### Levels I and II

I. COURSE DESCRIPTION

Payroll accounting is concerned with accounting problems relative to laws regulating records and withholdings, computation of wages, tax forms, work schedules, Social Security benefits, and payroll systems.

II. PREREQUISITES: Accounting I, Business Machines, Business Mathematics I

III. OBJECTIVES

A. Develop an understanding of the personnel and payroll records required under the laws affecting payroll systems
B. Become acquainted with the Fair Labor Standards Act
C. Understand the basic payroll accounting systems and procedures used in computing wages and salaries and the time-keeping methods used to record time worked
D. Become acquainted with the various phases of the Social Security Act
E. Perform satisfactorily all payroll operations
F. Be aware of various types of automated equipment and systems that are common to payroll accounting

IV. CONTENT

LEVEL I--MANUAL PAYROLL

A. Understand laws that regulate payroll records
   1. Fair Labor Standards Act
   2. State minumum wage and maximum hours laws
   3. Fair employment laws
   4. Federal Insurance Contributions Act
   5. Income tax withholding laws
   6. Unemployment tax acts
   7. Other federal and state laws
B. Required payroll records
   1. Personal
   2. Wages and hours
   3. Tax withholdings
C. Complete time records
D. Complete regular and overtime pay
E. Determine hourly pay for salaried employees
F. Compute piece rate pay
G. Compute commissions
H. Complete payroll register

IV. CONTENT (continued)

I. Complete employees' earnings records
J. Issue employees' checks and withholding statements
K. Determine employer's payroll taxes
L. Journalize and post payroll transactions
M. Complete Tax Deposit Form 501, Quarterly Federal Tax Form 941, Transmittal 503, Unemployment Form 940, Form 508, and Form W-2

LEVEL II--COMPUTER PAYROLL (optional)

N. Use electronic data processing equipment to compute payroll

## PERSONAL DEVELOPMENT

### Levels I-III

I. COURSE DESCRIPTION

This course is designed to help students improve and/or develop personality traits that will lead to success in the business world and with people through the following teaching methods: group interaction, role playing, class discussions, and solving case problems assigned by the instructor.

II. PREREQUISITES: None

III. OBJECTIVES

A. To enable the student to identify his/her strengths and weaknesses and work toward improving both
B. To enable the student to become a better citizen
C. To enable the student to become a successful individual in the business world by helping the student build pleasing personality traits through various methods of instruction and demonstration

IV. CONTENT

LEVEL I

A. Success on the job
    1. Success
        a. The importance of being successful
        b. How success affects an individual's personality and attitude
    2. Learn to know yourself
    3. Changing ourselves and others
B. Personality is what you see
    1. Health
    2. Dress
    3. Good grooming
    4. Posture
C. Personality is what you hear
    1. Communication
        a. Oral--enunciation
        b. Written
    2. Voice control
        a. Telephone techniques
        b. Group interaction
        c. Individual voice control

LEVEL II

D. Psychology and the group
    1. Personality, psychology, and selling

CONTENT (continued)

2. Group psychology and the office
3. Psychology of relationships
   a. Male
   b. Female
   c. Boss and groups

LEVEL III

E. Getting the job you want
   1. Applying for a job
      a. Letter of application
      b. Personal data sheet
      c. Completing the application
      d. Follow-up on job application
      e. Places to seek employment
   2. Interviews
      a. Dress
      b. Speech
      c. Preparation for interview
      d. Follow-up letter
   3. Adjusting to the job situation
F. Activities that could be included
   1. Use of telephone monitor set
   2. Use of transcription machine to record voice of student in unit on communication
   3. Style show
      a. Invite cosmetologist to speak
      b. Invite hair stylist to demonstrate
   4. Use of transparencies

## RECORDS MANAGEMENT/FILING

### Levels I-VI

I. COURSE DESCRIPTION

Records Management is a comprehensive look at the entire scope of the volume and variety of the paperwork in the business office. It encompasses the fundamentals essential in setting up and maintaining the records of a business. Because of the nature of the course, experience is gained by using both text and materials to give practice under conditions similar to those in an office.

II. PREREQUISITES: None

III. OBJECTIVES

A. To furnish guidelines for those who need an understanding of the field of records management
B. To present the criteria by which records are created, stored, retrieved, retained, and disposed of
C. To emphasize the procedures for the operation and control of manual and automated storage systems
D. To learn clear-cut rules for alphabetic indexing
E. To provide criteria for the selection of records personnel, equipment, and supplies
F. To provide basic principles and information that aim toward intelligent and efficient performance in managing and using records in the business office
G. To present information pertaining to numeric, subject, and geographic records storage
H. To furnish guidelines for those who need an understanding of the field of medical records management

IV. CONTENT

LEVEL I--BASIC RECORDS INFORMATION

A. Managerial use, history, and scope of business records
B. General correspondence storage
C. Methods, procedures, and systems of filing
D. Indexing, coding, and cross-referencing
E. Alphabetic method of storing correspondence

LEVEL II--NUMERIC METHOD OF RECORDS STORAGE

LEVEL III--SUBJECT METHOD OF RECORDS STORAGE

LEVEL IV--GEOGRAPHIC METHOD OF RECORDS STORAGE

LEVEL V--SECONDARY RECORDS INFORMATION

A. Controlling the use of stored records
B. Filing of cards and visible records
C. Coding, microfilming, and retrieving stored information
D. Creation, retention, transfer, and disposal of records
E. Guidelines for selection of equipment and supplies for records management

LEVEL VI--MEDICAL RECORDS

## SHORTHAND I

### Levels I and II

I. COURSE DESCRIPTION

Shorthand I is a course designed to give the student a knowledge of the principles and theory of shorthand and transcription.

II. PREREQUISITES: Typewriting I (enrollment or completion)

III. OBJECTIVES

A. To read and write shorthand outlines and learn shorthand theory, brief forms, and phrases as presented in each lesson
B. To train students to take practiced and unpracticed dictation at various speeds, including theory covered through each recall or review lesson
C. To teach students to read and write shorthand rapidly and accurately in the shortest possible time
D. To develop and improve the students' grasp--concurrently with the teaching of shorthand--of the nonshorthand elements of transcription, which include vocabulary development, spelling, punctuation, grammar, and typing style
E. To meet minimal requirements for completion by taking unpracticed material at the rate of 60 words a minute for three minutes and producing a typewritten transcription with 95 percent accuracy

IV. CONTENT

LEVEL I--THEORY AND PRINCIPLES

A. Reading and writing practices of brief forms, phrases, theory, and principles of writing shorthand
B. Reinforcement of theory and principles for skill building in shorthand
C. Dictation at the rate of 40-80 words a minute on practiced material

LEVEL II--REINFORCEMENT AND TRANSCRIPTION SKILL BUILDING

D. Intensive review of principles
E. Supplemental practice
F. Shorthand and transcription skill building
    1. Business vocabulary builders
    2. Spelling and spelling families
    3. Similar word drills
    4. Punctuation
    5. Prefixes

6. Grammar checkups--rules of grammar that students often apply incorrectly
7. Transcription quizzes--daily tests of how well students have mastered punctuation rules

G. Dictation at the rate of 60-80 words a minute for three minutes on unpracticed material to transcribe with 95 percent accuracy

## SHORTHAND II

### Levels III and IV

I. COURSE DESCRIPTION

Shorthand II is the advanced study and application of shorthand theory that emphasizes dictation, speed building, and accurate transcription of notes, review of rules, and grammar, punctuation, spelling, and vocabulary.

II. PREREQUISITES: Typewriting I, Business English, Shorthand I (in lieu of Shorthand I, proficiency tests may be given to students who have previous training in shorthand)

III. OBJECTIVES

A. To reinforce objectives of Shorthand I
B. To review and strengthen the students' knowledge of shorthand
C. To develop students' ability to construct outlines for unfamiliar words under the stress of dictation
D. To increase students' dictation speed to the highest point possible
E. To extend students' knowledge of the basic nonshorthand elements of transcription
F. To lay a solid foundation for rapid and accurate transcription--the students' ultimate goal
G. To give the students the ability to transcribe business correspondence in mailable form
H. To make the students aware of the desirable traits and characteristics of a good secretary
I. To meet minimal requirements for completion by taking unpracticed material at the rate of 80 words a minute for three minutes and producing a typewritten transcription with 95 percent accuracy

IV. CONTENT

LEVEL III--REINFORCEMENT

A. Word-building, phrasing, reinforcing of brief forms
B. Reading and writing practice
C. Building transcription skills
   1. Spelling
   2. Punctuation
   3. Vocabulary development
   4. Grammar checkups
   5. Studies of typing style
   6. Office style of dictation
   7. Letter placement by judgment
D. Decision making in transcription
E. Dictation speed building at the rate of 60-100+ words a minute

IV. CONTENT (continued)

F. Transcription speed building
G. Dictation at the rate of a minimum of 80 words a minute for three minutes on unpracticed material to transcribe with 95 percent accuracy

LEVEL IV--SPEED BUILDING (Students who have reached the 100 wpm requirement for Shorthand III may omit Level IV)

H. Reinforcement of dictation speed building at the rate of 80-100+ words a minute
I. Reinforcement of transcription speed building
J. Dictation at the rate of 100-100+ words a minute for three minutes on unpracticed material to transcribe with 95 percent accuracy

## SHORTHAND III

### Levels V-VII

I. COURSE DESCRIPTION

Shorthand III is the specialized study and application of shorthand that emphasizes legal, medical, or technical terminology.

II. PREREQUISITES: Typewriting II, Shorthand II (100 wpm), Vocabulary (Levels I and II, III or IV)

III. OBJECTIVES

LEVEL V--LEGAL TERMINOLOGY AND TRANSCRIPTION SKILLS

A. To help students develop competency in working with legal correspondence and professional records
B. To prepare them for positions within the legal profession
C. To help students master the specialized vocabulary and knowledge of the points of style that are distinctly legal in character

LEVEL VI--MEDICAL TERMINOLOGY AND TRANSCRIPTION SKILLS

D. To help students develop competency in working with medical correspondence and professional records
E. To help them prepare for positions within the medical profession
F. To help students become familiar with principal roots, prefixes, and suffixes of medical terms

LEVEL VII--TECHNICAL TERMINOLOGY AND TRANSCRIPTION SKILLS

G. To provide a systematic means of mastering the art of taking technical dictation and the transcribing of technical terminology
H. To help students develop the ability to construct fluent technical outlines by using special shortcuts, prefixes, suffixes, and combining forms

IV. CONTENT

LEVEL V--LEGAL TERMINOLOGY AND TRANSCRIPTION SKILLS

A. Selected material that provides practice in interrelated communications: memos, letters, court papers, and other legal documents
B. Terminology through word studies that define legal terms encountered in the dictation material
C. Study of shortcuts, word beginnings, and endings
D. Transcription aids concerning punctuation, capitalization, number use, commonly used Latin and French words and phrases, legal expressions that have specific meaning, and the correct methods of typing citations

IV. CONTENT (continued)

E. Connected matter presented in shorthand and in print for reading, writing, and taking dictation

LEVEL VI--MEDICAL TERMINOLOGY AND TRANSCRIPTION SKILLS

F. Presentation of principal roots, prefixes, and suffixes used in medical literature
G. Connected matter presented in shorthand and in print for reading, writing, and taking dictation
H. Major medical office procedures, routines, and activities that relate to the responsibilities of a medical secretary

LEVEL VII--TECHNICAL TERMINOLOGY AND TRANSCRIPTION SKILLS

I. Presentation of fluent technical outlines using special shortcuts, prefixes, suffixes, and combining forms
J. Word studies giving the pronunciation, definition, and shorthand outlines for each term
K. Recommended styles of typing technical reports, equations, formulas, letter symbols, and abbreviations used in technical work
L. Connected matter presented in shorthand and in print for reading, writing, and taking dictation

## TYPEWRITING I

### Levels I and II

I. COURSE DESCRIPTION

Typewriting I offers instruction in learning how to typewrite, as well as in applying typewriting skill in the preparation of letters, manuscripts, tabulations, and other business related applications.

II. PREREQUISITES: None

III. OBJECTIVES

A. Develop the ability to operate and maintain the typewriter efficiently
B. Display good technique in key striking and in machine manipulation
C. Understand the mechanical features of the machine
D. Demonstrate appropriate typing position
E. Arrange material in a neat and orderly fashion so there is a smooth flow of work through the machine
F. Apply knowledge of correct English
G. Apply rules for spacing after punctuation marks
H. Punctuate, capitalize, and express numbers in material that he/she copies and composes
I. Apply rules for word division
J. Set up simple manuscripts
K. Set up simple letters
L. Use the typewriter as a writing tool
M. Prepare usable copy by making neat erasures and by crowding and spreading letters
N. Develop the habit of proofreading work accurately to detect typographical errors and to evaluate its acceptability as a finished piece
O. Establish the standard of mailability for all production work
P. Learn to arrange material attractively
Q. Center material vertically and horizontally on paper of any size
R. Arrange a simple tabulation quickly and correctly
S. Type from rough draft
T. Prepare carbon copy
U. Develop skill in organizing work
V. Form good work habits
W. Develop time-saving work routine
X. Work industriously and effectively
Y. Finish a job acceptably once it has been started
Z. Develop the ability to work relaxed and poised and without emotional tension
AA. Acquire a cooperative attitude and always work in a businesslike manner
BB. Type at a minimal rate of 30 words per minute from straight copy for five minutes with a maximum of five errors

IV. CONTENT

LEVEL I--LEARNING TO TYPE

A. Letter-key reaches
   1. Learning parts of the machine
   2. Getting ready to type
B. Developing basic skill
   1. Keystroking techniques
   2. Controlling space bar
   3. Controlling tabulator
   4. Measuring straight copy
   5. Typing continuity
C. Learning figure-key reaches
   1. Proofreading and verifying
   2. Building skill in statistical copy
   3. Building skill in straight copy
   4. Improving response pattern
D. Developing basic skill
   1. Typing from script
   2. Improving key stroking technique
   3. Improving space-bar technique
E. Learning symbol-key reaches
   1. Typing from corrected copy
   2. Controlling number reaches
   3. Learning new key reaches

LEVEL II--TYPING LETTERS, TABLES, AND REPORTS

F. Developing/measuring basic skills
   1. Typing from script and rough-draft copy
   2. Improving control of machine parts
G. Learning to center data
   1. Setting the right margin using the warning bell
   2. Centering lines horizontally
   3. Using the warning bell/dividing words
   4. Problem typing
   5. Centering data on special-sized paper
H. Typing business correspondence
   1. Composing and typing
   2. Setting up business letters in block style
   3. Correcting errors
      a. Rubber eraser
      b. Correction fluid
      c. Correction paper
   4. Setting up letters in modified block style
   5. Addressing envelopes for letters
   6. Folding and inserting letters
   7. Using carbon paper

IV. CONTENT

I. Typing tables and reports
   1. Two-column tables
   2. Figures in columns aligned
   3. Column headings centered
   4. Three-column tables with main and column headings
   5. Aligning and typing over words
   6. Four-column tables with main, secondary, and column headings
   7. Outlines and reports
   8. Unbound reports/spread headings
   9. Unbound reports with footnotes
   10. Left bound reports with footnotes and headings

J. Measuring skill growth
   1. Rough-draft copy
   2. Reports
   3. Tables
   4. Letters
   5. Proofreader's marks
   6. Word-division

## TYPEWRITING II

### Levels III and IV

I. COURSE DESCRIPTION

Typing II is designed to give students the opportunity to practice typing different letter styles, tables, statistical reports, manuscripts, and forms with a high degree of speed, proficiency, and accuracy.

II. PREREQUISITES: Typing I

III. OBJECTIVE

A. Type different letter styles attractively on a page including block, modified block, AMS simplified on plain and letterhead paper.
B. Apply rules of mixed and open punctuation.
C. Demonstrate knowledge of special parts of letters such as subject line, attention line, carbon copy notations, dictation/typist initials, postscript, mailing notations, and company name in closing lines.
D. Type envelopes using the latest style recommended by postal officials, and demonstrate proper placement of mailing notations such as attention lines and personal notations.
E. Type executive letters using executive sized stationery.
F. Apply rules for second page heading styles.
G. Type tables which include exact centering, reading position, column headings, horizontal rulings, and source notes.
H. Type attractive business forms including purchase orders, credit memos, voucher checks, and invoices from information supplied.
I. Type interoffice memorandum with tables, headings, and correct margins using printed and unprinted forms.
J. Type personal data sheet, fill in application forms, and prepare follow-up letters.
K. Type at a minimal rate of 40 words per minute from straight copy for five minutes with five or fewer errors

IV. CONTENT

LEVEL III--BUSINESS CORRESPONDENCE

A. Typing letter in basic styles
   1. Block style--open punctuation and mixed punctuation
   2. Modified block style, block paragraphs open punctuation
   3. Addressing envelopes
   4. Correcting copy by squeezing and expanding

IV. CONTENT (continued)

B. Using simplified form of business correspondence
   1. Interoffice communication
      (interoffice memo on full sheet and half sheet)
   2. AMS letter style
   3. Message/reply memo
C. Typing letter with special features
   1. Mailing notations/attention line
   2. Subject line/reply reference notation
   3. Company name in closing and envelope notation
   4. Second page heading
D. Typing administrative communication
   1. Composing memo
   2. Minutes of meetings
   3. Executive style letters
   4. Telegraphs and night letters
E. Measuring basic/production skills
   (review content of Level III)

LEVEL IV--STATISTICAL COMMUNICATIONS

F. Tables with special features of tabulation
   1. Vertical and horizontal placement of tables
   2. Horizontal rulings and tab stops for columns of figures
   3. Single and double rulings
   4. Boxed tables
G. Business forms
   1. Purchase orders
   2. Bills of lading
   3. Invoices
   4. Statements
   5. Requisitions
   6. Statements of accounts
H. Technical and statistical reports
   1. Reports and outlines
   2. Manuscripts
   3. Footnotes
   4. Title pages
   5. Left bound manuscript
   6. Bibliography
   7. Reference citations
I. Employment communications
   1. Personal data sheet
   2. Applying for employment
   3. Appreciation and follow-up letter
J. Employment testing
   1. Business letters
   2. Memorandums
   3. Unbound reports
   4. Left bound reports
   5. Tables and invoices

## TYPEWRITING III

### Levels V and VI

I. COURSE DESCRIPTION

Typing III is designed to give the student advanced training in technical typing, composition, and simulated jobs.

II. PREREQUISITES: Typing I and II

III. OBJECTIVE

A. Arrange an agenda attractively on a page
B. Type a capital statement with correct spacing using leaders
C. Apply knowledge of rough draft symbols in producing letters
D. Demonstrate knowledge of legal format for wills, powers of attorney, and warranty deeds
E. Use correct format in typing formal and informal government letters
F. Type at a minimal rate of 50 words per minute from straight copy for five minutes with five or fewer errors

IV. CONTENT

LEVEL V--SIMULATION OF STAFF OFFICE

A. Typing in a sales office
    1. Purchase orders
    2. Invoices
    3. Memorandums
    4. Agendas
    5. Sales reports
    6. Tables
    7. Sales forecast report
    8. Form letters
    9. Composing various documents
B. Typing in a general office
    1. Spirit duplication
    2. Direct-copy duplication
    3. Interoffice memorandums
    4. Typing spirit masters
    5. Typing a stencil
    6. Index cards
    7. Composing various documents
    8. Form letters
C. Typing in an accounting office
    1. Quarterly sales report
    2. Annual financial report
    3. Auditor's statement

IV. CONTENT (continued)

4. Balance sheet
5. Income statement
6. Statement of retained earnings
7. Schedule of accounts and notes receivable
8. Schedule of accounts and notes payable
9. Schedule of landholdings
10. Statement of changes in financial position
11. Duplicating and binding of audit reports
12. Typing folder labels
13. Table with horizontal and vertical ruling and braced headings
14. Stationery with rulings and braced headings

D. Typing in an executive office
1. Blind carbon copy notation
2. Blind photocopy notation
3. Composing memorandums
4. Two page letters
5. Employment agreement
6. Executive letters
7. Three page report

LEVEL VI--SIMULATION OF SERVICE OFFICE

E. Legal
1. Paper size
2. Titles on legal documents
3. Margins and spacing
4. Page numbers
5. Signature lines
6. Correcting errors
7. Proofreading
8. Latin abbreviations
9. Legal backs and endorsements

F. Warranty deeds
G. Bills of sale
H. Powers of attorney
I. Partnership agreements
J. Last wills and testaments
K. Medical
1. Medical reports
2. Letters
3. Memorandums
4. Outline
5. Consent form
6. Medical history
7. Radiology report
8. Letters with medical terminology
9. Clinical resume

IV. CONTENT (continued

L. Government
    1. Letters
        a. Informal government letters
            1. Stationery
            2. Style
            3. Margins
            4. Sender's reference
            5. Special mailing instructions
            6. Subject
            7. Address
            8. Attention line
            9. Body
            10. Succeeding pages
            11. Signature element
            12. Enclosures
            13. Material sent under separate cover
            14. Information not shown on original copy
            15. Distribution of copies
            16. Identification of office, writer, and typist
        b. Formal government letters
            1. Stationery
            2. Style
            3. Margin
            4. Date
            5. Special mailing instructions
            6. Subject
            7. Address
        c. Informal and formal government letters
            1. Window envelope
            2. Two-page formal government letter with window envelope

M. Technical
    1. Margins
    2. Top margin headings
    3. Spacing
    4. Footnotes
    5. Left bound technical report
    6. Tables
    7. Rough-draft letters

## TYPEWRITING IV

### Levels VII-IX

I. COURSE DESCRIPTION

Typing IV is designed to sharpen and refresh the skills of a secretarial student in typing from rough draft and in the legal, medical, technical, and statistical fields.

Level VII is designed to give a secretarial student background in the field of legal typing as well as to sharpen and refresh the skills of the legal secretary. Legal typing offers a comprehensive program in four major fields of law: real estate and property transfer; litigation; wills, estates, and guardianships; and partnerships and corporations.

Level VIII is designed to give a secretarial student background in the field of medical typing as well as to sharpen and refresh the skills of the medical secretary. Medical typing offers a comprehensive study of medical terminology and medical and office procedures.

Level IX is designed to give a secretarial student some background in the field of technical typing as well as to sharpen and refresh skills. Technical typing offers a comprehensive program in accounting, government, marketing, transportation, publishing/advertising, educational, data processing, insurance, and personnel.

II. PREREQUISITES: Typing I, II, and III

III. OBJECTIVES

LEVEL VII--LEGAL TYPING

A. To familiarize the student with legal terminology and procedures
B. To enlarge the student's vocabulary and improve spelling
C. To provide practice material for legal dictation and for legal typewriting
D. To provide practice material for typing legal documents and legal correspondence
E. To provide a variety of typing experiences in order that the student will learn how to handle and cope with the rapid transition from one type of legal document to another and from one field of law to another
F. To establish typewriting response patterns through repetitive practice on legal formats
G. To acquaint the student with legal format and the language of law and to familiarize the student with general typewriting and dictation rules in order that the student may feel at home the first day in the law office

III. OBJECTIVES (continued)

H. To refresh and sharpen the skills of the legal secretary whose legal education needs updating
I. To develop employable levels of skills in legal typewriting and legal dictation with regard to speed and accuracy
J. To acquaint the student with the many flexibilities of formats, styles, punctuations, spellings, and customs within the scope of legal protocol, in order that differences will not be a problem when the student begins work or when the secretary transfers to a new job

LEVEL VIII--MEDICAL TYPING

A. Ability to apply typing skill in performing such varied secretarial duties as typing letters and memos, completing insurance forms, and preparing patient case histories and other medical materials
B. The opportunity to transcribe from rough draft copy or machine dictation provided by the doctors. (Those who take shorthand may receive direct dictation to record and transcribe.)
C. An understanding of general medical terminology and be able to use these words properly
D. Know how to use a medical dictionary or a glossary of medical terms
E. Ability to find and correct all errors in spelling, grammar and punctuation
F. Demonstrate patience, tact, and understanding
G. Project the image of a professional medical secretary
H. Ability to keep personal information confidential
I. Organize work by following instructions, setting priorities, and making decisions about the way in which the work should be completed
J. Ability to give accurate and careful attention to details as information is checked, matched, verified and recorded

LEVEL IX--TECHNICAL TYPING

A. To familiarize the student with technical terminology and procedures
B. To enlarge the student's vocabulary and improve spelling
C. To provide practice material for technical dictation and for technical typewriting
D. To provide practice material for typing technical documents and correspondence
E. To provide a variety of typewriting experiences in order that the student learn how to handle and cope with the rapid transition from one type of technical document to another and from one field to another
F. To establish typewriting response patterns through repetitive practice on technical formats

III. OBJECTIVES (continued)

G. To refresh and sharpen the skills of the technical secretary
H. To develop employable levels of skills in technical typewriting and dictation with regard to speed and accuracy
I. To acquaint the student with the many flexibilities of formats, styles, punctuations, spellings, and customs within the scope of technical protocol, in order that differences will not be a problem when the student begins work or when the secretary transfers to a new job
J. Be able to find and correct all errors in spelling, grammar, and punctuation from rough draft copy
K. Type statistical copy from rough draft, giving accurate and careful attention to details as information is checked, matched, and verified

IV. CONTENT

LEVEL VII

A. Real estate and property transfer
    1. Vocabulary study
    2. Background information
        a. Land description
        b. Warranty deeds
        c. Quitclaim deeds
        d. Mortgages
        e. Bonds and promissory notes
        f. Lease agreement
        g. Timber lease
        h. Sublease agreement
        i. Contracts
        j. Legal correspondence
B. Litigation
    1. Vocabulary study
    2. Background information
        a. Legal correspondence
        b. Summons
        c. Complaint with verification (petition)
        d. Answer and counterclaim
        e. Interrogatories
        f. Deposition
        g. Notices and motions
        h. Subpoena of witnesses
        i. The trial
        j. Orders, judgments, decrees
C. Wills, estates, and guardianships
    1. Vocabulary study
    2. Background information
        a. Wills
        b. Codicils
        c. Probate of will

IV. CONTENT (continued)

d. Interstate papers and procedures
e. Setting aside a portion of an estate
f. Inventory and appraisement
g. Temporary letters of administration
h. Guardianship
i. Dismissions and citations
j. Legal correspondence

D. Partnerships and corporations
1. Vocabulary study
2. Background information
a. Partnerships
b. Limited partnerships
c. Joint partnerships
d. Corporations
e. Corporate procedures
f. Proxy and power of attorney
g. Corporate minutes
h. Corporate bylaws
i. Financial reports and statements
j. Legal correspondence

LEVEL VIII

A. Orientation
1. Skills and abilities
2. Career opportunities for medical secretaries
B. Impressions--prescription for success
C. Organization and procedures
1. Organizational chart
2. Office procedures
a. Filing
b. Determining priorities of assignments
c. Opening a patient file
d. Appointment book
e. Daily list of appointments
f. Telephone messages
g. Telephone prescriptions
h. Pegboard accounting
1. Patient charge slip
2. Ledger sheet
3. Daily log
4. Guidelines for completing financial records
i. Checks
j. Blue Cross/Blue Shield Insurance
k. Medicare and Workmen's Compensation Insurance
l. Patient case histories
m. Discharge summaries
n. Letters
o. Envelopes
p. Two-letter state abbreviations

IV. CONTENT (continued)

q. Interoffice memos
r. Speeches
s. Travel expense statements
t. Purchase orders
u. Proofreader's marks

D. Glossary of medical terminology

LEVEL IX

A. Banking communications
1. A loan acceptance (letter)
2. Loan rates and terms (report)
3. Savings account (letter)

B. Accounting communications
1. C.P.A. audit report (letter with report)
2. Hiring an accounting secretary (letter)
3. A statement of opinion (letter)

C. Government communications
1. Government correspondence (letter)
2. A civil service job (letter)
3. Writing your congressman (letter)

D. Marketing communications
1. An effective letter (letter)
2. A sales meeting memo
3. Preparing graphs (memo)

E. Transportation communications
1. Freight handling (letter)
2. Damage claims (report form)
3. Tracing a shipment (memo)

F. Publishing/advertising
1. Preparing a manuscript (manuscript)
2. Product information (manuscript)
3. News release (letter)

G. Educational communications
1. A training schedule (memo)
2. Entrance application (personal letter)
3. Student orientation (manuscript)

H. Information processing
1. Computer applications (manuscript)
2. Computer programming training (letter)
3. The future of word processing (letter)

I. Insurance communications
1. Training new agents (letter)
2. Insurance in banking (letter)
3. Types and uses of life insurance (manuscripts)

J. Personnel Problems
1. The sick leave policy (memo)
2. Safety at work (letter with minutes)
3. Pay raise schedule (memo with tables)

## VOCABULARY

### Levels I-IV

I. COURSE DESCRIPTION

The vocabulary course is a study of the rules of spelling and guidelines for correct word usage. It includes experience in using various reference books, particularly the dictionary. Methods used include a study of textbook material, use of work assignments, use of supplementary exercises, and use of testing instruments. Specialized areas include legal, medical, and technical.

II. PREREQUISITES: None

III. OBJECTIVES

LEVEL I--

A. To recognize the dictionary as an indispensable tool of the office
B. To locate quickly words in the dictionary
C. To use the preferred spelling, correct syllabication, and correct pronunciation of words
D. To select the best word from synonyms and antonyms in the dictionary
E. To pronounce correctly unfamiliar words
F. To locate geographical, historical, and miscellaneous information as it pertains to the business office

LEVEL II--
A. To learn the vocabulary relative to the legal profession
B. To use the legal dictionary and other legal reference books
C. To become proficient in spelling and defining legal terms

LEVEL III--
A. To learn the vocabulary relative to the medical profession
B. To use a medical dictionary intelligently
C. To learn the correct spelling and pronunciation of medical and related terms

LEVEL IV--
A. To learn the correct spelling and pronunciation of technical terms
B. To become proficient in spelling and defining technical terms

IV. CONTENT

LEVEL I--GENERAL

A. Dictionary
    1. Spelling (hyphenation, capitalization)
    2. Pronunciation and syllabic division

3. Part of speech and etymology
4. Definition
5. Inflectional forms and derivatives
6. Synonyms and antonyms

B. Adding "s" suffix
C. Words ending in silent "e," "ie," and "y"
D. Nouns--plural forms
E. Nouns--possessive forms
F. Building related words with prefixes and suffixes
G. Troublesome word endings
H. Synonyms, homonyms, and antonyms

LEVEL II--LEGAL VOCABULARY

LEVEL III--MEDICAL VOCABULARY

LEVEL IV--TECHNICAL VOCABULARY

## SUGGESTED TEXTS FOR ACCOUNTING

Accounting Essentials for Career Secretaries, Carlson, Heintz, and Burnet, South-Western Publishing Co.

Accounting: Principles and Applications, Horace Brock, Charles Palmer, and Fred Archer, Gregg/McGraw-Hill

Accounting: Principles and Practices, Module 1, The Accounting Cycle, Neely and Imke, South-Western Publishing Co.

Accounting: Principles and Practices, Module 2, Accounting Controls and Systems, Neely and Imke, South-Western Publishing Co.

Accounting: Principles and Practices, Module 3, Accounting for Partnerships and Corporate Cost Accounting, Neely and Imke, South-Western Publishing Co.

College Accounting, Carson and Carlson, South-Western Publishing Co.

Theory and Problems of Bookkeeping and Accounting, Lerner, Schaum's Outline Series, Gregg/McGraw-Hill

## SUGGESTED TEXTS FOR BUSINESS CORRESPONDENCE

Basic Letters and Memo Writing, Susie Van Huss, South-Western Publishing Co.

Business Correspondence/30, Rosemary Fruehling and Sharon Bouchard, Gregg/McGraw-Hill

College English and Communication, Marie Stewart, Frank Lanham, and Kenneth Zimmer, Gregg/McGraw-Hill

Effective Correspondence Through the Tri Ask Technique, Virginia Lee Hallock, P.A.R. Incorporated

Practical Correspondence for Colleges, Robertson and Perkins, South-Western Publishing Co.

## SUGGESTED TEXTS FOR BUSINESS ENGLISH

Basic English Review, Schachter and Clark, South-Western Publishing Co.

Business English, Jeanne Reed, Gregg/McGraw-Hill

Business English, Sheff and Slocum, Bobbs-Merrill Publishing Co.

Business English and Communication, Stewart, Hanham, Zimmer, Clark, Stead, Gregg/McGraw-Hill

**SUGGESTED TEXTS FOR BUSINESS ENGLISH** (continued)

College English and Communication, Stewart, Lanham, and Zimmer, Gregg/McGraw-Hill

Effective English for Colleges, Burtness and Aurner, South-Western Publishing Company

English for Modern Business, Keith and Thompson, Irwin Publishing Co.

Getting Results with English, Marie Roze, Houghton Mifflin Co.

**SUGGESTED TEXTS FOR BUSINESS LAW**

Applied Business Law, Fisk and Snapp, South-Western Publishing Co.

Business and the Law, Rosenburg and Ott, Gregg/McGraw-Hill

Business Law, Anderson and Kumpf, South-Western Publishing Co.

Business Law/30, Rosenberg and Bonnice, Gregg/McGraw-Hill

College Law for Business, Ashcroft and Ashcroft, South-Western Publishing Co.

It's the Law, Ashcroft and Ashcroft, South-Western Publishing Co.

**SUGGESTED TEXTS FOR BUSINESS MACHINES**

Business Machines Practice Set, Albertson, Gregg/McGraw-Hill

Card-Punch Machine Operation, Book 1, (1968 Ed.) and Book 2 (1973 Ed.), Paul Pactor and George Kargilis, Gregg/McGraw-Hill

Electronic and Mechanical Printing Calculator Course, Pasewark, South-Western Publishing Co.

How to Use Adding and Calculating Machines, Walker, Roach and Hanna, Gregg/McGraw-Hill

Keypunch Training Course, Bux, South-Western Publishing Co.

Machine Office Practice, Cornelia and Agnew, South-Western Publishing Co.

Office Machines Course, Cornelia and Pasewark, South-Western Publishing Co.

Ten-Key Adding-Listing Machine Course, Pasewark and Cornelia, South-Western Publishing Co.

**SUGGESTED TEXTS FOR BUSINESS MACHINES** (continued)

Today's Basic Business Mathematics Through Electronics, Monroe, The Calculator Company

**SUGGESTED TEXTS FOR BUSINESS MATHEMATICS**

Business Mathematics for Colleges, Rice, Mayne, and Deitz, South-Western Publishing Co.

Principles of Business Mathematics Using the Electronic Calculator, 1st Ed., Huffman and Fiber, Gregg/McGraw-Hill

Programmed Business Mathematics, Harry Huffman, Gregg/McGraw-Hill

Today's Basic Mathematics through Electronics-2800 Series, Monroe, The Calculator Company

Vocational Mathematics for Business, Martinka, South-Western Publishing Co.

**SUGGESTED TEXTS FOR CIVIL SERVICE TRAINING**

Basic Civil Service Training, Fisher and Kilchenstein, South-Western Publishing Co.

Civil Service Tests for Typists, Mulkerne and Andrews, Gregg/McGraw-Hill

Intensive Clerical and Civil Service Training, Fisher and Kilchenstein, South-Western Publishing Co.

**SUGGESTED TEXTS FOR CLERICAL PAYROLL**

Clerical Payroll Procedures, Fuller, South-Western Publishing Co.

Payroll Recordkeeping, Hadley and Thistlewaite, Gregg/McGraw-Hill

**SUGGESTED TEXTS FOR INCOME TAX PROCEDURES**

Federal Tax Guide, Prentice-Hall (comprehensive paperback book revised annually)

Income Tax Procedure, Annual, Bower and Langenderfer, South-Western Publishing Co.

U.S. Master Tax Guide, Annual, Commerce Clearing House, Inc.

Understanding Taxes, Annual, I.R.S.

## SUGGESTED TEXTS FOR INFORMATION PROCESSING

Applied Word Processing, Dolecheck and Murphy, South-Western Publishing Co.

Basic Information Keyboarding Skills, Crawford, Erickson, Beaumont, Robinson, Ownby, South-Western Publishing Company

Computers Today and Study Guide to Accompany Computers Today, Donald H. Sanders, Rob Fry, McGraw-Hill Book Company

Data Entry Activities for the Microcomputers, William E. Bux, M.Ed., James F. Clark, Ph.D., South-Western Publishing Company

Data Processing, Martin M. Lipschutz, Seymour Lipschutz, McGraw-Hill Book Company

Introduction to Automated Data Processing, Wanout, Wanous, and Wagner, South-Western Publishing Co.

Introduction to Computers and Data Processing, Shelly and Cashman, Anaheim Publishing Company

Introduction to Information Processing, Mid-America Vocational Curriculum Consortium

Introduction to Information Processing, SRA

Introduction to Word Processing, Jennie Mason, Bobbs-Merrill Educational Publishing Company

Learning Word Processing Concepts, Leroy Finkel, Gregg Division/McGraw-Hill Book Company

Practice Set in Word/Information Processing, Betty L. Boyce, Gregg Division/McGraw-Hill Book Company

Typing From Rough Drafts, Harry R. Moon, MPC Educational Publishers, a division of Milady Publishing

Word/Information Processing; Administration & Office Automation, Walter Kleinschrod, Leonard B. Kruk, Hilda Turner, Bobbs-Merrill Educational Publishing

Word Processing Concepts, Mona J. Casady, South-Western Publishing Co.

Word Processing: Concepts and Applications, Gregg/McGraw-Hill

Word Processing Corresponding Secretary, Palmetto Insurance Co., Matthews and Moody, South-Western Publishing Co.

Word Processing and Information Systems, Marilyn K. Popyk, Gregg Division/McGraw-Hill Book Co.

## SUGGESTED TEXTS FOR INFORMATION PROCESSING

Word Processing Operations, Multi-Media Learning System, South-Western Publishing Company

Word Processing: Operations, Applications, and Administration, Walter Kleinschrod, Leonard B. Kruk, Hilda Turner, Bobbs-Merrill Educational Publishing Company

Word Processing: Practice and Applications, Lloyd Brooks, Ed.D., Gregg Division/McGraw-Hill Book Company

Word Processing Secretarial Transcription Course, E. Luther Misenheimer III, Pitney Bowes Company

Word Processing Skills and Simulations, Jeannie Mason, Bobbs-Merrill Educational Publishing Company

## SUGGESTED TEXTS FOR INTRODUCTION TO BUSINESS

Business: Its Nature and Environment, Glos, Stead and Lowry, South-Western Publishing Co.

Business Principles and Management, Everard and Shilt, South-Western Publishing Co.

## SUGGESTED TEXTS FOR INTRODUCTION TO COMPUTER ACCOUNTING

Accounting Applicatons for Microcomputers, Hamilton, Gregg/McGraw-Hill

Accounting System Manual (for DIGITAL WT/78), Digital Equipment Corp.

Automated Accounting for the Microcomputer, Allen and Klooster, South-Western Publishing Co.

Clerical Payroll Procedures, Fuller, South-Western Publishing Co., (solution key to workbook exercises completed on the word processor, Vocational Curriculum Development and Research Center)

Boyd's Clothiers Practice Set, South-Western Publishing Co.

## SUGGESTED TEXTS FOR LEGAL SECRETARY

Business and the Law, Rosenberg and Ott, Gregg/McGraw-Hill

Business Law/30, Second Ed., Rosenberg and Bonnice, Gregg/McGraw-Hill

Century 21 Shorthand Legal Dictionary, Christensen, South-Western Publishing Co.

College Law for Business, Ninth Ed., Ashcroft and Ashcroft, South-Western Publishing Co.

Freeman, Rosa and Arnold, McIntosh and Welter, South-Western Publishing Co.

**SUGGESTED TEXTS FOR LEGAL SECRETARY** (continued)

Handbook for the Legal Secretary, Leslie and Cofflin, Gregg/McGraw-Hill

It's the Law, Ashcroft and Ashcroft, South-Western Publishing Company

Legal Dictionary for Century 21 Shorthand, South-Western Publishing Co.

Legal Office Procedures, Bate and Casey, Gregg/McGraw -Hill

Legal Office Procedures, Namanny and Dupree, South-Western Publishing Co.

Legal Office Typing, Dupree, South-Western Publishing Co.

Legal Secretary's Concise Dictionary, LALS, Claitor's Publishing Division

Legal Secretary's Handbook, (Louisiana) LALS, Norman C. Ferachi and Associates

Legal Studies to Wit:, Roderick, South-Western Publishing Co.

Legal Terminology and Transcription, Adams and Kurtz, Gregg/McGraw-Hill

Legal Typewriting, Curchack and Yengel, Gregg/McGraw-Hill

Legal Typing Practice, Adams and Kurtz, Gregg/McGraw-Hill

Market Square Legal Center, Baynes and Tower, Houghton Mifflin

The Secretarial Specialist, Pascale, P.A.R., Inc.

10,000 Legal Words, Kurtz, Adams, and Vezeau, Gregg/McGraw-Hill

Typing 75 Professional Kit 4, (38168-2), Gregg/McGraw-Hill

**SUGGESTED TEXTS FOR MEDICAL SECRETARY**

Basic Medical Terminology, J. Patrick Fisher, Bobbs-Merrill Educational Publishing Co.

Chevy Chase Medical Center, Frensilli, South-Western Publishing Co.

Dorland's Pocket Medical Dictionary, Ed. 22, Saunders

Handbook for the Medical Secretary, Miriam Bredow, Gregg/McGraw-Hill

Gregg Medical Shorthand Dictionary, Byers, Gregg/McGraw-Hill

Instructor's Handbook for the Medical Office, Marilyn Takahashi Fordney, W. B. Saunders Company

**SUGGESTED TEXTS FOR MEDICAL SECRETARY** (continued)

Instructor's Manual for the Professional Medical Secretary, Deborah Awandt, Twin Oak Publishing, Inc.

The Medical and Health Sciences Word Book, Houghton Mifflin Co.

Medical Office Administration Procedures, Mary Ann Frew, David Frew, F. A. Davis Company

Medical Office Practice, Atkinson, South-Western Publishing Co.

Medical Office Procedures, (07425-9), Ed. 6, Bredow, Gregg/McGraw-Hill

Medical Records Technology, (61396), Mosier, Bobbs-Merrill

The Medical Secretary, (53586), Root and Byers, Gregg/McGraw-Hill

Medical Secretary-Receptionist Simulation Project, Moon and Fry, Milady Publishing Corp.

Medical Terminology, audio-visual, Prentice-Hall Media

Medical Typing Practice, Root and Byers, Gregg/McGraw-Hill

Metroplex Clinic, Seradarian, Houghton Mifflin

Northside Medical Center, Humphrey, South-Western Publishing Co.

The Professional Medical Secretary, Deborah Awandt, Twin Oak Publishing, Inc.

The Secretarial Specialist, Pascale, P.A.R., Inc.

Student Workbook to Insurance Handbook for the Medical Office, Marilyn Takahashi Fordney, W. B. Saunders Company

10,000 Medical Words, Byers, Gregg/McGraw-Hill

Typing Medical Forms, Siegfried, McGraw-Hill

Typing 75 Professional Kit 4, (38168-2)

**SUGGESTED TEXTS FOR MACHINE TRANSCRIPTION**

Dictaphone Secretarial Practice Course, Bolt, Beranek, and Newman, Inc.

Machine Transcription, Burrell Brooks, Lanier Business Products

Machine Transcription, Lanier Business Products

Machine Transcription for Word Processing, Pasewark, South-Western Publishing Co.

Transcription Skills for Information Processing, Schatz/Funk, Gregg/McGraw-Hill

## SUGGESTED TEXTS FOR OFFICE PROCEDURES

A La Carte, Ruey, Gregg/McGraw-Hill

All Points Relocation Service, Twing, Gregg/McGraw-Hill

The Clerk-Typist--India Paper Co., Inc., Shinn, South-Western Publishing Company

Employment Interview, Harry R. Moon, Milady Publishing Company

The Executive Secretary--McMilland and Montoya Advertising Agency, McIntosh and Welter, South-Western Publishing Co.

General Office Procedures, Wood and Sanders, Gregg/McGraw-Hill (simulation recording available)

General Office Procedures for Colleges, Fulton, Woodward, and Newhouse, South-Western Publishing Co.

Legal Office Procedures, Wood and Sanders, Gregg/McGraw-Hill (simulation recording available)

Medical Office Procedures, Wood and Sanders, Gregg/mcGraw-Hill (simulation recording available)

Office Procedures, Moon, Milady Publishing Co.

The Receptionist, Wood and McKenna, Gregg/McGraw-Hill

The Receptionist, People's Trust of Little Rock, Butler and Smith, South-Western Publishing Co.

Secretarial Office Procedures, Lee, Brower, Gregg/McGraw-Hill

Secretarial Office Procedures for Colleges, Fulton, Woodward, and Newhouse, South-Western Publishing Co.

Secretarial Procedures and Administration, Hanna, Popham, Tilton, South-Western Publishing Co.

The Secretary: Executive Offices of America, McIntosh and Welter, South-Western Publishing Co.

Serendipity, Inc., Warren Radcliff, South-Western Publishing Co.

Success Insurance in a Man's World, Milady Publishing Company

Telephone Techniques for the Secretary, Harry R. Moon, Milady Publishing Co.

Typewriting Office Practice for Colleges, Bell, South-Western Publishing Co.

## SUGGESTED TEXTS FOR PAYROLL ACCOUNTING

Accounting System Manual, (for DIGITAL WT/78), Digital Equipment Corporation

Clerical Payroll Procedures, Fuller, South-Western Publishing Co., (solution key to workbook exercises completed on the word processor, Vocational Curriculum Development and Research Center)

Payroll Accounting, Annual, Keeling and Bieg, South-Western Publishing Co.

Payroll Systems and Procedures, Wigge and Wood, Gregg/McGraw-Hill

## SUGGESTED TEXTS FOR PERSONAL DEVELOPMENT

Call Me Mister, Barry James, Milady Publishing Company

Charm and Poise for Getting Ahead, Tolman, Milady Publishing Co.

Dimensions in Personal Development, Reynolds, South-Western Publishing Company

Dimensions in Professional Development, Reynolds, South-Western Publishing Company

Getting the Job, Lynch and Herr, Gregg/McGraw-Hill

How to be a No-Limit Person, Wayne Dyer, Milady Publishing Company

Human Relations at Work, Eggland and Williams, South-Western Publishing Co.

Human Relations for Success in Business, Bobby Ray Madry, Milady Publishing Company

The Person You Are, Anderson, et al, PAR Incorporated

Personal Hygiene for Business, Barry James, Milady Publishing Company

Personal Psychology for Life and Work, Baltus, Gregg/McGraw-Hill

Personally Yours, Milady Publishing Company

Personality Development for Business, Russon, South-Western Publishing Co.

Personality Development for Work, Russon and Wallace, South-Western Publishing Company

Success is a State of Mind, Dr. Joyce Brothers, SVE Publishing Company

Today's Woman, Whitcomb and Lang, Gregg/McGraw-Hill

**SUGGESTED TEXTS FOR PERSONAL DEVELOPMENT** (continued)

Woman's Contemporary Image: A Personal and Professional Guide, Contemporary Programs, Inc. Prentice-Hall, Inc.

Woman's Guide to Business and Social Success, Ruth Tolman, Milady Publishing Company

You Are What You Wear, William Tourlby, Milady Publishing Company

Your Attitude is Showing, Chapman, SRA

**SUGGESTED TEXTS FOR RECORDS MANAGEMENT**

Business Filing and Records Control, Bassett and Goodman, South-Western Publishing Co.

Filing Systems and Records Management, Kahn, Yerian, and Stewart, Gregg/McGraw-Hill

Gregg Quick Filing Practice, Stewart and Kahn, Gregg/McGraw-Hill

Progressive Filing, Kahn, Yerian, and Stwart, Gregg/McGraw-Hill

Records Management, Johnson and Kallaus, South-Western Publishing Co.

Records Management, Rollice Cox, Harry R. Moon, Milady Publishing Company

**SUGGESTED TEXTS FOR SHORTHAND**

Century 21 Shorthand--Dictation/Transcription Projects, Book 3, South-Western Publishing Co.

Century 21 Shorthand Dictionary, South-Western Publishing Co.

Century 21 Shorthand--Intensive Dictation and Transcription, Book 2, South-Western Publishing Co.

Century 21 Shorthand, Skill-Building Tapes

Century 21 Shorthand, Theory and Practice, Book 1, 1974, Balsley, South-Western Publishing Co.

College Dictation for Transcription, Series 90, Leslie, Zoubek, Lemaster, Mendenhall, and Skaff, Gregg/McGraw-Hill

Gregg Shorthand Dictionary, Series 90, Gregg/McGraw-Hill

Gregg Shorthand for Colleges, Speed Building, Series 90, Grubbs and Ober, Gregg/McGraw-Hill

Gregg Shorthand for Colleges, Volumes One and Two, Series 90, Leslie, Zoubek, and Lemaster, Gregg/McGraw-Hill

**SUGGESTED TEXTS FOR SHORTHAND** (continued)

Guide to Transcription, Lois E. Frazier, Harry R. Moon, Milady Publishing Company

Office Style Dictation Tapes, Harry R. Moon, Milady Publishing Company

6,000 Most-Used Century 21 Shorthand Outlines, South-Western Publishing Company

Tapes from Speed Dictation with Previews in Gregg Shorthand, Series 90, Gregg/McGraw-Hill

Teacher's Manual for Guide to Transcription, Harry R. Moon, Milady Publishing Company

Transcription Techniques, Harry Moon, Milady Publishing Company

**SUGGESTED TEXTS FOR TECHNICAL SECRETARY**

Gregg Technical Dictation and Transcription Tapes, Adams, Gregg/McGraw-Hill

The Secretarial Specialist, Pascale, P.A.R., Inc.

The Technical Secretary, Adams and Kurtz, Gregg/McGraw-Hill

Typing Practice for the Technical Secretary, Adams and Kurtz, Gregg/McGraw-Hill

Typing 75 Professional Kit, (38168-2)

**SUGGESTED TEXTS FOR TYPEWRITING**

College Typewriting, Wanous, Duncan, Warner, and Langford, South-Western Publishing Co.

Gregg College Typing, Series Four, Lloyd, Winger, Rowe, Poland, Hanson and Rossetti, Gregg/McGraw-Hill

Gregg Typewriting for Colleges, Lloyd, Rowe, and Winger, Gregg/McGraw-Hill

Gregg Typing, Series Seven, Lloyd, Winger, Johnson, Hall, Morrison, and Rowe, Gregg/McGraw-Hill

Typing From Rough Drafts, Harry R. Moon, Milady Publishing Corp.

Typing 75, Basic Kit 1, Advanced Kit 2, Expert Kit 3, and Professional Kit 4, Lloyd, Rowe, and Winger, Gregg/McGraw-Hill

## SUGGESTED TEXTS FOR VOCABULARY

College Vocabulary Building, Perry and Silverthorn, South-Western Publishing Co.

Communication Word Power, Brendel, Donnelly, and Peterson, Gregg/McGraw-Hill

The Dictionary--A Tool for Life, audiovisual, Thomas S. Kline Company

Learning to Spell Correctly, audiovisual, Thomas S. Kline Company

Spelling Drills and Exercises, Brendel and Near, Gregg/McGraw-Hill

Spelling: A Mnemonics Approach, Brown, South-Western Publishing Co.

Word Studies, Lamb and Perry, South-Western Publishing Co.

Words! Words! Words!, Schachter, South-Western Publishing Co.

Vocabulary Improvement, Davis, Gregg/McGraw-Hill